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ABSTRACT

The business and economic development center of Midland College provides assistance to small businesses. Written for use by future and current small business owners and entrepreneurs living in a 17-county area of the Permian Basin of Texas, this guidebook describes the procedures for developing a business plan and for successfully starting and operating a small business. Information is provided on: (1) pre-business considerations; (2) protecting the product; (3) developing a business plan; (4) financial ratios; (5) the business organization, including sole proprietorships, partnerships, limited partnerships, and corporations; (6) seeking legal and professional advice; (7) sources of funds, including venture capital, the Small Business Administration, small business investment companies, and grants; (8) sources of assistance and information, including chambers of commerce, colleges, export assistance centers, the Private Industry Council, and small business development centers; (9) permits and registration; (10) the Universal Product Code; (11) federal taxes; (12) federal labor laws; (13) federal government contracts; (14) state taxes including unemployment tax; and (15) state liquor licences. The report recommends establishing a working relationship with a competent attorney, banker, and accountant; and becoming familiar with relevant federal tax forms and policies. The report concludes with a listing by city of offices in the Permian Basin area responsible for permits and for overseeing the operations of specific types of businesses. (GFW)

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STARTING A BUSINESS IN THE PERMIAN BASIN

PERMIAN BASIN PRIVATE INDUSTRY COUNCIL

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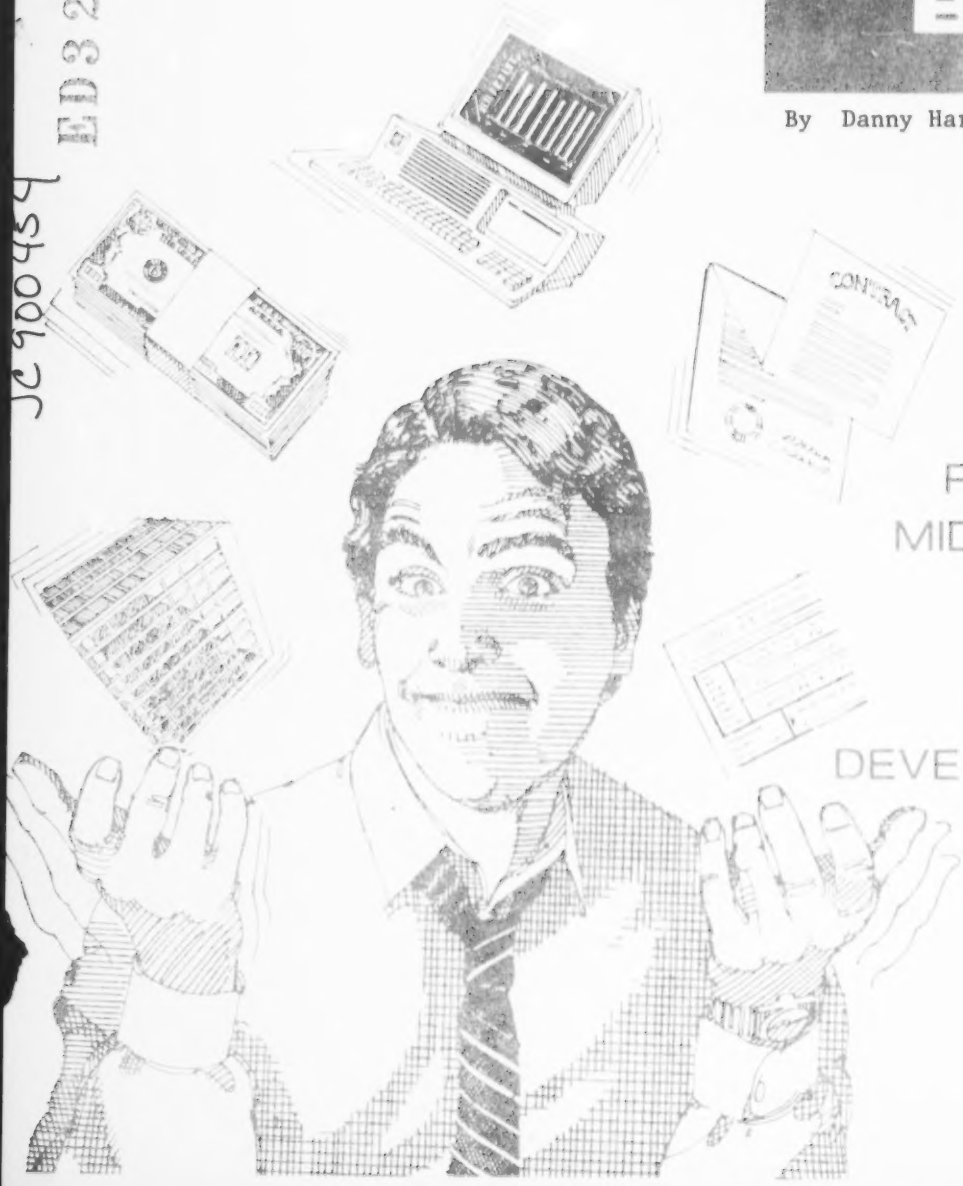

By Danny Harrison

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JUNE 1990

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STARTING A BUSINESS IN THE PERMIAN BASIN

A Publication of
The Business and Economic Development Center
of
Midland College

Among the many services provided by the Business and Economic Development Center of Midland College is assistance to small businesses. There exists an information gap for entrepreneurs wishing to start a business and knowing how to prepare a business plan and whom to contact for specific information about a business. This book was written to explain what a business plan is and to provide suggestions for starting and operating a business. Specific references for additional information is provided throughout the book. This report is provided to assist future small business owners as well as current small business owners. The omission of any organization supporting the development of small businesses in the 17 county area covered by this book is purely unintentional. An effort to include all such organizations was made.

The Business and Economic Development Center of Midland College would like to acknowledge the Permian Basin Private Industry Council for funding and Danny Harrison for writing this report.

For further information on this publication or information on the Business and Economic Development Center and its many other publications, please contact:

Dr. Jerry Lee Jones
Chairman, Business Studies
Midland College
3600 North Garfield
Midland, Texas 79705
(915) 685-4657

ACKNOWLEDGEMENT

Without the support of the Permian Basin Private Industry Council and the leadership of Dr. Jerry Lee Jones of the Business and Economic Development Center of Midland College, informational materials such as this would not be available.

The author would like to acknowledge the contribution by Jim Sealy who provided the information on preparing a business plan. Thanks to the following people who contributed ideas, recommendations, and time spent in editing this paper: Louise Crocker, Darla Hardy, David Heath, Ron Lechwar, Francine Lynn, and Patty Phelps.

TABLE OF CONTENTS

Before You Start your Business.....1
Protecting Your Product.....2
Business Plan.....2
Financial Ratios.....6
Business Organization.....6
  Sole Proprietorship.....6
  Partnership.....7
  Limited Partnership.....7
  Corporation.....8
Legal and Professional Advice.....8
Sources of Funds.....9
  Medco.....9
  Venture Capital.....10
  Financial Institutions.....10
  Small Business Administration.....10
  Small Business Investment Companies.....10
  Grants.....11
  Certified Development Company.....11
Sources of Assistance and Information.....11
  Chambers of Commerce.....11
  Colleges.....12
  Council of Governments.....13
  Export Assistance Centers.....13
  Private Industry Council.....13
  SCORE/ACE.....14
  Small Business Development Centers.....14
  Small Business Institutes.....14
Permits and Registering Your Business.....15
  Office of Business Permit Assistance.....15
  How to Register Your Business.....15
Universal Product Code.....16
Federal Taxes.....16
Federal Labor Laws.....17
Federal Government Contracts.....17
State Taxes.....18
  State Sales Tax.....18
  State Unemployment Taxes.....18
  Other State Taxes.....19
State Liquor License.....19

Information By City.....20
Andrews.....20
Big Spring.....21
Crane.....23
Ft. Stockton.....25
Gail.....26
Garden City.....27
Kermit.....28
Lamesa.....29
Mentone.....31
Midland.....32
Monahans.....35
Odessa.....36
Pecos.....38
Rankin.....40
Sanderson.....41
Seminole.....42
Stanton.....43

STARTING A BUSINESS IN THE PERMIAN BASIN

BEFORE YOU START YOUR BUSINESS

You should closely examine your reasons for starting a business. Some of the more common reasons are profit, to be your own boss, or the challenge to do something on your own and succeed. Once you understand why you want to start a business, then you need to define what kind of business. For example, you want to start a restaurant. What type of food do you want to serve? Will you provide carry out service? Will you cater? How many different menu items will you carry? To define your business, you must answer all these questions. A common mistake is to try to provide too many products or services and lose sight of what business you are really in. Along the way, you fail to do a good job at anything because you tried to do too much. Prior to starting a business you should analyze your qualifications and personality. As the owner of a business, you will be required to have a basic knowledge of the following areas:

Management
Marketing
Finance
Accounting
Sales
Product or service
Taxes
Laws regulating your particular business

Various types of detailed knowledge are required to succeed in a specific business. You need to recognize areas in which your knowledge is limited and be willing to get assistance in those areas.

You should closely examine your personality type. Know where your strengths are and also be willing to admit where your weaknesses are. You will need to obtain assistance in your weak areas.

Starting your business will require dedication and being in a business that you enjoy. Getting your business started will require working approximately 60 to 80 hours per week to establish your business. At times, even more hours may be required. Even after the business has been started the owner will typically work 50 to 60 hours per week.

Your personal life can affect the success of your business. A major consideration is the effect the business will have on the owner's family. The long hours required by the business may severely restrict the available time for family activities, so it is essential that the potential entrepreneur have the support of his or her family.

The Small Business Administration publishes a booklet entitled Checklist for Going Into Business which is recommended reading for anyone considering going into business. The booklet helps you examine all the aspects of

starting and operating a business.

PROTECTING YOUR PRODUCT

If you have a unique product, you may want to consider getting a copyright or a patent on it. Copyrights are for written material and patents are for original products or processes.

A copyright protects the author of written material for his life plus fifty years. One can claim a copyright simply by using the notice of copyright on any written work. Three elements are needed: (1) a copyright symbol © or the word "copyright" (2) the year and (3) the name of the author. A copyright can also be registered by paying a small fee and submitting the appropriate registration document to the U.S. Copyright Office. For information, call 1-202-479-0700. To order forms, call 1-202-707-9100.

A patent is issued by the federal government. The owner has the right to make, use, and sell the particular product or process for seventeen years without infringement. A patent contains two parts: (1) a disclosure statement describing the invention, and (2) a set of claims covering the exact particulars to be protected. The claims state the infringement protection and allow the individual to license other people to use the patented article in return for royalties.

Patent law is very complicated and an attorney or agent who specializes in patent law should be consulted. Pursuing a patent can be expensive, therefore the product or process should be distinctive enough to warrant protection. A patent attorney or agent may be found in the Yellow Pages of the phone book under Patents.

BUSINESS PLAN

A business plan contains the written goals of the owner of the business. Before a business plan can be written, the goals of the owner must be clearly identified. Seven goal setting steps are listed below:

1. **Identify the goal**
2. **Set a deadline for attainment**
3. **List the obstacles to overcome**
4. **Identify the people and /or groups with whom to work. In planning to start a small business, one's spouse must be included**
5. **List the required skills and knowledge**
6. **Develop a plan of action**
7. **List the benefits of attaining the goal**

A well researched and properly constructed business plan is a guide to profits and business success and can prevent costly mistakes. The benefits derived from writing the business plan are:

1. It provides a path to follow

2. It communicates to investors the circumstances, objectives, and method of repaying the money borrowed
3. It communicates the business's goals and operations to suppliers and sales personnel
4. It helps the owner develop as a manager

The business plan consists of a **marketing plan**, **organizational plan** for the company and a **financial plan**. Successful marketing begins with the owner knowing the product or service and the needs of the consumer. The marketing plan is divided into three sections: determining sales potential, attracting customers, and selling the product.

Sales potential is a key element of the marketing plan. If your product or service does not have a sufficiently large sales potential to make a profit, your business will fail. Market research is the method of determining potential sales, but it does not have to be expensive or sophisticated. A common method of determining market potential is to ask your friends, relatives, and acquaintances about your product or service. If you plan to sell to retail establishments, contact as many as possible about your product or service to determine sales potential. You may also want to prepare a questionnaire about your product or service for people to complete.

The organization of a company is important in that it defines the duties of each employee and structures how the company will perform tasks to produce a product or provide a service. It will also help the company grow by defining how the company duties will be divided.

The financial plan covers all financial aspects: What is the source of the initial investment? How much are the projected expenses? How much of the profits will remain in the business and how much will be withdrawn?

Normally, when applying for a loan a five-year projection of income and expenses is required. The plan will include an income statement, balance sheet, cash flow statement, and ratio tables to compare cost to operating income.

Two examples of the contents of a business plan are shown on the following two pages as "Exhibit 1" and "Exhibit 2".

Exhibit 1.

I. EXECUTIVE SUMMARY
II. THE BUSINESS
  A. Nature of the Business
  B. History of the Business
  C. Current Status of the Business
III. PRODUCTS
  A. Background
  B. Product Features
  C. Patents and Other Protection
IV. ROLE OF THE OWNERS
V. BUSINESS PLAN PURPOSE
VI. INDUSTRY
  A. Definition and History
  B. Types of Products in the Industry
VII. COMPETITION
  A. Competition within the Industry
  B. Direct Competition
  C. Competitor Profile
  D. Competitive Features/Benefits Comparison
  E. Current Trends
VIII. ECONOMIC TRENDS
  A. Trends Affecting the Industry
  B. Environmental Threats and Opportunities
  C. Government Regulations and Programs
IX. RESEARCH AND DEVELOPMENT
  A. Market Needs
  B. Research and Development Completion Dates
  C. Special Services
X. MARKET POTENTIAL
  A. Market Size and Growth Rate
  B. Target Market
  C. Growth Rate of Target Market
XI. PRODUCT LIFE CYCLE
XII. PRICING
  A. Pricing Policy
  B. Pricing Evaluation
  C. Selling Price Comparison
  D. Pricing Related Assumptions
  E. Assumptions about the Economy
  F. Competition Assumptions
  G. Distribution Assumption
XIII. PROMOTIONAL OBJECTIVES
XIV. SERVICE AND WARRANTY POLICY
XV. DISTRIBUTION STRATEGY
XVI. LONG TERM GOALS
XVII. NEAR TERM OBJECTIVES
XVIII. SALES FORECASTS
XIX. MARKETING STRENGTHS AND WEAKNESSES
XX. PERSONNEL
  A. Labor Requirements - Production
  B. Experience, Education, and Training Requirements
  C. Organization Chart
  D. Head Count
  E. Personnel Policies
  F. Training Programs
  G. Compensation
  H. Support Professionals
XXI. PRODUCTION PLANNING
XXII. LOCATION, FACILITIES, AND EQUIPMENT
XXIII. FINANCIAL PLAN

Source:
Control Data Corporation
8800 Queen Avenue South
Bloomington, MN 55431

Exhibit 2.

I. SUMMARY
- A. Business Description
- B. Product
- C. Market
- D. Competition
- E. Location
- F. Management/Personnel
- G. Summary of Financial Needs/Application of Funds
- H. Earnings and Projections

II. PRODUCTS OR SERVICES
- A. Description
- B. Proprietary Position

III. MARKET ANALYSIS
- A. Description of Total Market
- B. Target Market
- C. Industry Trends
- D. Competition

IV. MANUFACTURING AND OPERATIONS PLAN
- A. Location
- B. Physical Facility
- C. Capital Equipment
- D. Sources of Supply
- E. Requirements for Layout and Flow Plan
- F. Availability of Labor

V. SALES PLAN
- A. Pricing Policy
- B. Distribution Strategy
- C. Promotion Strategy
- D. Customer Conveniences

VI. MANAGEMENT PLAN
- A. Personal History of Principals
- B. Work Experience of Principals
- C. Duties and Responsibilities of Principals
- D. Compensation Package-Management Group
- E. Other Sources Available
- F. Board of Directors

VII. FINANCIAL DATA
- A. Applications of Cash-Loan Proceeds
- B. Capital Equipment Lists
- C. Balance Sheets
- D. Pro Forma Income Statements
- E. Pro Forma Cash Flow
- F. Break-even Analysis
- G. Key Business Ratios

Source:
Texas Economic Development Commission
Finance Department
P.O. Box 12728, Capitol Station
Austin, Texas 78711
512/472-5059

Before investing money in a business, it is prudent to ensure that its business plan is workable. The break-even point is usually determined. A break-even point is the point at which sales of the product bring in enough revenue to cover all of the expenses incurred in operating the business. If the break-even point is workable, the plan can be implemented. The plan should be flexible to allow for revisions and changes in current business situations.

FINANCIAL RATIOS

For people starting a business, it is often helpful to look at established businesses in a similar type of operation. The government publishes a list of narrowly defined businesses by occupation called Standard Industrial Codes(SIC). Financial ratios based on these code classification categories are available and they can provide an idea of what to expect when entering into a specific type of business. The ratios can be used as a guideline, for example, to determine how many assets are required to support a certain level of sales or what percentage of sales your payroll should be. The ratios should be used as guidelines, and not as exact measurements.

Lenders and investors commonly use these ratios as a gauge to measure expected business performance. Significant variances from these standards may need to be explained to your investors. SIC codes and listings can be found in the following books:

Industrial Financial Ratios
by Leo Troy Ph.D
Englewood Cliffs,
N.J:Prentice Hall

Industry Norms and Key Business Ratios Desk Top Edition
by Duns Analytical Services, Dunn and Bradstreet Credit Services, 1989.

Statistical Abstract of the United States 1988
U.S. Dept of Commerce - Bureau of the Census

BUSINESS ORGANIZATION

You can organize your business as a sole proprietorship, partnership, or corporation. The basic legal and tax differences will be discussed in the following section. An accountant and lawyer should be consulted before choosing a type of organization for your particular business.

SOLE PROPRIETORSHIP

A sole proprietorship is a business owned by one person. It is the simplest form of business and the cost of organizing is low. It is not a separate legal entity from the owner. The owner assumes all the risks of the business and has unlimited liability as far as the business is concerned.

All profits or losses of the business are reported by the owner on his or her

personal tax return. The business does not file a tax return. Money withdrawn from the business by the owner is not taxed as income or salary to the owner, but the profits of the business are taxed to the owner regardless of whether the owner withdraws any money from the business. The owner must use the same reporting period for personal as well as business transactions.

Since a sole proprietor is not considered to be an employee of the business, self-employment taxes must be paid on the income from the business. Generally, fringe benefits to the proprietor, such as premiums on health and life insurance policies, are not tax deductible.

PARTNERSHIP

A partnership is a business operated by two or more persons. Each partner is considered a co-owner of the business and participates in the operation of the business. The profits or losses of the business are shared by the partners. All partners have unlimited liability in the debts of the partnership.

The tax consequences of operating a partnership are very similar to the sole proprietorship in that the partners' share of profits and losses are reported by the partners on their personal income tax returns. The partnership files a tax return primarily for information purposes every year that shows the results of operating the business. Then the partners report their share of the business's income, expenses, losses, and credits on their personal tax returns. The withdrawal of money or property from the business generally has no tax consequences for the partners. The same applies to putting money or property into the business.

As with a sole proprietorship, all of the profits reported by the business are taxable to the partners regardless of whether the profit was distributed to the partners. Also, partners are not considered employees of the business and must pay self-employment taxes on the profits of the business. The handling of the fringe benefits are the same as for the sole proprietorship.

LIMITED PARTNERSHIP

A limited partnership is a specialized type of partnership. In a general partnership all partners are liable for the debts of the partnership and all partners have the authority to conduct the partnership's business. In a limited partnership, one or more of the partners, who are known as the limited partners, have no responsibility for the liabilities of the partnership. Also, the limited partners have no participation in the management of the business. One or more members of the partnership must be a general partner who is responsible for it's liabilities. Limited partners may not provide services as their investment in the business.

A partnership agreement shows how the income and losses of the business will be divided among the partners and how the

business will operate. The Articles of Partnership is the written partnership agreement, regardless of the type of partnership a business has. A lawyer should be consulted in order to prepare the partnership agreement. An experienced lawyer can prepare the partnership agreement to address all the potential problems and situations that may arise. The agreement establishes an understanding of how the partnership will function before the operation of the business begins, thus settling the handling of issues prior to a problem developing.

Partnerships are easy to organize and allow for funds from several sources to be invested in the business. A sole proprietorship is limited to the resources of the owner. A partnership allows for a variety of managers to operate the business. Two major disadvantages are that a change in partners could terminate the partnership and that a partnership is difficult to sell.

CORPORATION

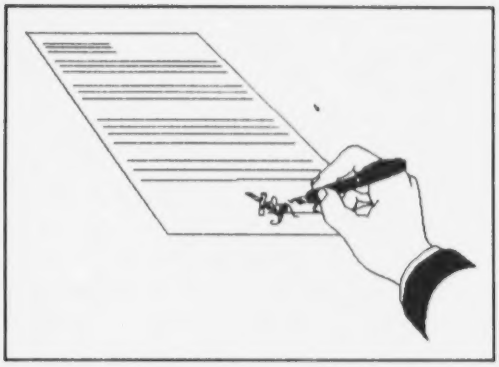
Corporations can be divided into two types, a regular corporation and a Subchapter S corporation. In a regular corporation, profits are taxed to the corporation. When profits are distributed to the shareholders as a dividend, the shareholders are taxed on the dividends. In corporations, the profits are taxed twice, once on the corporation and then again when dividends are distributed. If a shareholder sells stock at a profit, then that profit is taxed.

Shareholders of the corporation who work at the corporation are treated as employees of the corporation. This entitles them to fringe benefits that are available to any employee of the corporation. Tax problems may be encountered when excessive compensation, rents, interest, or royalties are paid to corporate employees who are also shareholders. Excessive compensation may be treated by the IRS as dividends and therefore not tax deductible by the corporation. Transactions between a corporation and a shareholder involving the sale or purchase of assets may result in close examination by the IRS, especially in a family owned corporation. Someone familiar with these tax laws should be consulted before any transactions are entered into.

Subchapter S corporations are taxed like a partnership. The corporation pays no taxes and the individual stock holders report their share of the profits, losses, credits and expenses of the corporation.

LEGAL AND PROFESSIONAL ADVICE

The business owner should not wait for an emergency or a problem to arise before establishing a working relationship with a competent attorney. Along with a banker and an accountant, an attorney should be a supportive counselor to your team. Other members of your support team may be able to suggest an attorney. Word-of-mouth is an excellent means to begin



selecting a competent lawyer in the business field. Things to be considered before actually deciding on an attorney are: the lawyer's experience, personality, and accessibility, making sure he or she is interested in your business; and, finally, having a clear understanding of what services he or she will provide and at what cost.

Other needs that your business may have in which an attorney will be able to assist are: registering your business, breaches of contract, warranties, agency law, patents, copyrights, trademarks, and working through problems to avoid bankruptcy.

Insurance needs will require an agent to answer all questions on the various types of insurance. All policies should be explained so that you will know what coverage you have and do not have. Always shop around for insurance coverage. The four basic kinds of insurance are: fire, liability, auto and workers compensation. Other types of insurance coverage are also available. Important things to remember are to use the highest deductible possible, decide what to insure against and how much coverage to have, and use only one agent to ensure that all areas are covered and duplication is avoided.

SOURCES OF FUNDS

Before you attempt to obtain financing for your business, you need to have a completed business plan and personal information such as education, training, work experience, financial records, references and any other information pertaining to your ability to establish and operate a business.

MEDCO

The Midland Economic Development Company was formed to promote economic expansion and to encourage the development of jobs. MEDCO was created by the Midland City Council. Businesses with marginal loans may receive financing by MEDCO, if they are willing to locate within specific areas of the city. Loans are also available to businesses who are willing to locate within specific areas of the city that would not normally locate within those areas without MEDCO financing. Also, the business must hire low to moderate income persons or provide services within specific areas of the city. For information contact:

Midland City Hall
(915) 685-7411

SCORE/ACE
Dr. Jerry Lee Jones
3600 N Garfield
Midland, Tx 79705
(915) 685-4657

VENTURE CAPITAL

Venture capital is professionally managed capital available for investment in business. Common sources of funds are from pensions, foreign investors, corporations, and insurance companies. Investments can be used to start a business or to expand an already established business. Currently, in the Permian Basin there is a desperate need for additional sources of venture capital.

FINANCIAL INSTITUTIONS

The most common source of borrowed funds is the financial institution. An officer of your local financial institution will have a sound knowledge of the area economy. He or she can advise you of the feasibility of your business depending on the type of product or service you plan to provide. The local financial institution can be a very valuable asset to your business.

SMALL BUSINESS ADMINISTRATION

The Small Business Administration , more commonly known as the SBA, is a Federal Agency established to protect America's greatest resource ... small business. The Agency was created by Congress in 1953.

SBA's mission is to stimulate and foster economic development through small business. Simply put, the Agency helps new small businesses get started and helps established businesses grow. It does this because American enterprise is the backbone of our economy and the driving force behind economic growth and prosperity.

Whether you are starting a home-based, family-owned quilt company or you are the president of a high-tech company with 400 employees, the SBA is there to provide support and assistance.

The Agency has more than 100 offices across the nation and a permanent staff of about 3,600 employees. In addition, the SBA magnifies its ability to assist small business through a number of public/private initiatives. The Agency is very proud of its many co-sponsored projects with private companies, colleges and universities as well as its very successful volunteer programs, such as the Service Corps of Retired Executives (SCORE).

Lubbock District Office
1611 10th Street, Suite 200
Lubbock, TX 79401
(806) 743-7462

SMALL BUSINESS INVESTMENT COMPANIES

Small Business Investment Companies (SBIC) are privately-owned investment companies regulated by the SBA. They provide working capital for equipment, research and development, expansion and construction. Currently there are no SBIC's in the Permian Basin, but there is a need for them.

GRANTS

The Small Business Innovation Research Program was established in 1982. The program requires Federal Agencies with research and research and development budgets in excess of $100 million to establish SBIR programs. The simplified SBIR Program Solicitation process provides small businesses with an opportunity to propose innovative ideas that meet specific research and research and development needs of the Federal Government. This research and research and development can potentially open the door to future commercialization.

SBIR Program Solicitations contain detailed information on research topics, instructions for the preparation of SBIR proposals and release and closing dates. To be added to the list of firms that are sent copies of the SBIR Pre-Solicitation Announcement, contact the SBA Office of Innovation Research and Technology at the following address:

Office of Innovation,
Research and Technology
U.S. Small Business
Administration
1411 L Street, N. W. room 500
Washington, D.C. 20416

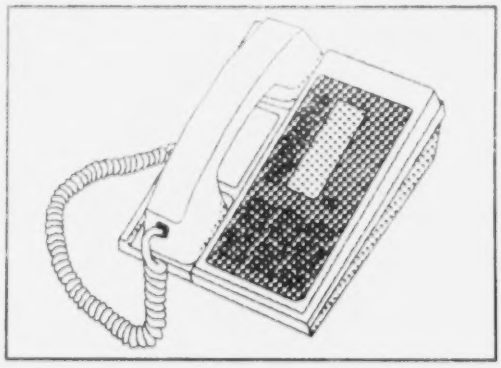
Small businesses with 500 or fewer employees are eligible to receive SBIR awards. The SBIR program is used as an example of one program, but others are available. Grants from these programs are limited and difficult to obtain.

CERTIFIED DEVELOPMENT COMPANY

Certified development companies work with the Small Business Administration and local banks to obtain financing. Financing is strictly for land, building, machinery, and equipment with a depreciable life of at least 10 to 15 years. Financing is usually in the range of $200,000 to $1.2 million. For additional information contact:

Big Spring Area Development Co.
c/o First Federal Bank Bldg.
500 Main Street
P.O. Box 3250
Big Spring, Tx 79721
Mr. Charles Beil
(915) 267-1651
Area of Operations: Howard County

SOURCES OF ASSISTANCE AND INFORMATION



CHAMBERS OF COMMERCE

Local Chambers of Commerce can provide information on business trends and demographics of the city.

Andrews Chamber of Commerce
700 W. Broadway
Andrews, Tx 79714
(915) 523-2695

Big Spring Chamber of Commerce
215 W. 3rd St
P.O. Box 1391
Big Spring, Tx 79721
(915) 263-7641

Black Chamber of Commerce of The Permian Basin
1308 S Grant Av
P.O. Box 1006
Odessa, Tx 79760
(915) 332-5812

Crane Chamber of Commerce
409 S. Gaston
Crane, Tx 79731
(915) 558-2311

Ft. Stockton Chamber of Commerce
222 W. Dickinson Blvd
Ft. Stockton, Tx 79753
(915) 336-2264

Kermit Chamber of Commerce
112 N. Poplar
Kermit, Tx 79745
(915) 586-2507

Lamesa Chamber of Commerce
P.O. Drawer J
Lamesa, Tx 79331
(806) 872-2181

Midland Black Chamber of Entrepreneurs, Inc.
2707 N Big Spring St
Midland, Tx
(915) 687-0029

Midland Chamber of Commerce
P.O. Box 1890
109 North Main
Midland, Tx 79702
(915) 683-3381

Midland Hispanic Chamber of Commerce
1410 N. Lamesa Rd.
Midland, Tx
(915) 682-2960

Monahans Chamber of Commerce
401 S. Dwight
Monahans, Tx 79756
(915) 943-2187

Odessa Chamber of Commerce
400 W. 4th St.
P.O. Box 3626
Odessa, Tx 79760
(915) 332-9103

Pecos Chamber of Commerce
111 S. Cedar
P.O. Box 27
Pecos, Tx 79772
(915) 445-2406

Stanton Chamber of Commerce
111 W. School
P.O. Box 615
Stanton, Tx 79782

COLLEGES

Howard County Junior College District
1001 Birdwell Lane
Big Spring, Tx 79720
Andy Hicks, Ed.D. Vice-President for Vocational/ Technical Education
(915) 267-6311

Midland College
Business Studies Division
3600 N. Garfield
Midland, Tx 79705
Dr. Jerry Lee Jones, Chairman
(915) 685-4657

Odessa College
201 West University
Odessa, Tx 79764
Mrs. Karen Johnson
Director of Continuing Education
(915) 335-6685

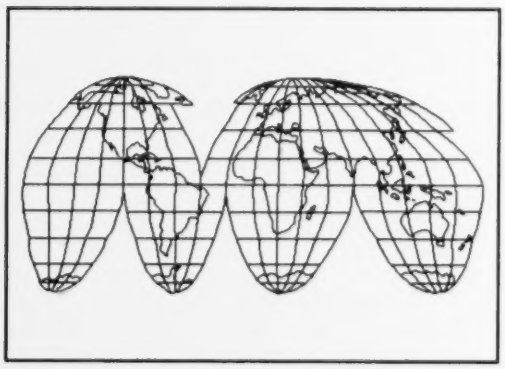
University of Texas of The Permian Basin
4901 East University, Suite 289
Odessa, Tx 79762
Mrs. Lily Tercero, Associate Director
(915) 367-2190

COUNCIL OF GOVERNMENTS

A Council of Governments coordinates planning and provides for regional problem solving through cooperative action.

Permian Basin Regional Planning Commission
P.O. Box 60660
Midland, Tx 79711
Mr. Ernie Crawford, Executive Director
(915) 563-1061

EXPORT ASSISTANCE CENTERS



Export Assistance Centers provide export assistance and counseling and they are certified by the Texas Department of Commerce.

Midland Chamber of Commerce
P.O. Box 1890
109 North Main
Midland, Tx 79702
(915) 683-3381

Midland College
Division of Business Studies
3600 N. Garfield
Midland, Tx 79705
Dr. Jerry Lee Jones, Division Chairman
(915) 685-4657

Odessa Chamber of Commerce
P.O. Box 3626
Odessa, Tx 79760
Ms. Rosie Castellon, Export Specialist
(915) 332-9103

PRIVATE INDUSTRY COUNCIL

The federally funded Job Training Partnership Act was established in 1982. It's purpose is to fund local training programs to provide skilled employees for area employment. The Permian Basin Private Industry Council administers the program. The Private Industry Council consists of volunteers from private industry and business. Private employers are aware of the skills needed by employers and can insure that training programs fill those needs. The Permian Basin Private Industry Council covers the following counties: Andrews, Borden, Crane, Dawson, Ector, Gaines, Glasscock, Howard, Loving, Martin, Midland, Pecos, Reeves, Terrell, Upton, Ward, and Winkler.

Workers obtained through the Job Training Partnership

Act can provide many benefits to employers. The Permian Basin Private Industry Council will reimburse employers up to 50% of the employees' salary during an initial employment training program. Also, they will pay up to 100% of employer developed training program costs for instructors, materials, and equipment.

Employers are encouraged to contact the Permian Basin Private Industry Council when hiring employees. Potential employees will be screened by the Private Industry Council according to the employer's requirements. There are no fees involved in their services.

Tax credits are available to employers through the Targeted Jobs Tax Credit Program. The Private Industry Council will assist employers interested in hiring eligible employees. Employers can qualify for up to $3,000 tax credit per employee for the first year and $1,500 for the second year. Employers can also be reimbursed for on-the-job training. For further information contact one of the following offices.

Permian Basin Private Industry Council
Administrative Offices
P.O. Box 6391 ATS
Midland, Tx 79711
(915) 563-1061

Field Offices

Big Spring	(915) 263-8373
Ft. Stockton	(915) 336-6382
Midland	(915) 697-2221
Odessa	(915) 332-6451

SCORE/ACE

The Service Corps of Retired Executives consists of retired business executives who volunteer their services to small businesses seeking managerial assistance. The Active Corp of Executives are active executive volunteers who assist small businesses by donating their services to businesses seeking managerial assistance.

SCORE/ACE Midland Chapter
Dr. Jerry Lee Jones
3600 N Garfield
Midland, Tx 79705
(915) 685-4657

SMALL BUSINESS DEVELOPMENT CENTERS

Small Business Development Centers provide management assistance, at no charge, to entrepreneurs.

Small Business Development Center
University of Texas of The Permian Basin
4901 East University, Suite 289
Odessa, Tx 79762
Mrs. Lily Tercero, Associate Director
(915) 367-2190

SMALL BUSINESS INSTITUTES

Small Business Institutes provide free management counseling and are sponsored by the Small Business Administration.

Small Business Institute
Midland College
Business Studies Division
3600 N. Garfield
Midland, Tx 79705
Dr. Jerry Lee Jones
(915) 685-4657

University of Texas of The Permian Basin
College of Management
Department of Marketing and Management
Odessa, Tx 79762
Dr. Thomas Schaefer
(915) 367-2156

PERMITS AND REGISTERING YOUR BUSINESS

OFFICE OF BUSINESS PERMIT ASSISTANCE

The Permit Assistance Office provides information on the regulatory requirements necessary to operate a business within Texas. They will mail you a packet of information if you call their office and request it. You will receive a booklet entitled Texas: a Guide to Business Licenses and Permits which provides tax permitting and regulatory information. This booklet can be used as a reference manual to contact the appropriate agency to get permit and license information. The packet also has a booklet entitled How to Register Your Business Name in Texas. This booklet explains how to register your business name with the appropriate state or county agency.

Texas Department of Commerce
Office of Business Permit Assistance
P.O. Box 12728
Austin, Tx 78711
(512) 320-0110
(800) 888-0511

For a listing of State Departments and Agencies, the Midland College Learning Resource Center has a book named Texas State Directory 1989.

HOW TO REGISTER YOUR BUSINESS

Corporations must file their articles of incorporation with the Secretary of State. A non-refundable filing fee of $200 is required when the articles of incorporation are filed. Also, a $100 prepayment of the first year's franchise tax is paid at this time. The franchise tax rate is $5.25 per $1000 of capital stock with a $68 minimum. Generally, a lawyer is required to file all the documents.

The Texas Business and Commercial Code requires businesses to file assumed name certificates. Filing an assumed name certificate is a method of informing the public who the registered agent of a business is. The usual cost to file is approximately five dollars. Corporations who are going to

use a name other than the name under which they are incorporated must file an assumed name certificate in the county in which the corporation's registered office is located. This is done at the county's clerk's office. Non-corporations must file an assumed name certificate in each county in which they plan to do business.

The first step is to search the assumed names registered in the county. This is to assure that the name you want to use is not already registered. You can do the search yourself, or you can pay a fee to the county clerk's office and they will do the search for you. The normal fee is approximately $10. If your name is not already registered in the county, then you fill out the form and pay the filing fee, which is usually $2 to $4. Your business is now registered in that county.

UNIVERSAL PRODUCT CODE

The Universal Product Code was first begun by the grocery industry, primarily by representatives of retailing, wholesaling and grocery manufacturing. The system was developed and implemented in the 1970's. The development of the system allowed for numerous improvements. A primary improvement resulting from the system was to speed the grocery check-out process and improve the accuracy of pricing items. Manufacturers, wholesalers and retailers now have more timely and accurate information about product movement, inventories and sales. Improved marketing information on new products is also available.

UPC systems are being used with drugs, mass merchandise/discount outlets, department stores and home improvement centers.

Fees to obtain a UPC code are based on retail dollar sales of the product, with the minimum fee being $300. The Uniform Code Council controls the issuing of codes and is a non-profit membership organization. For more information on obtaining a UPC code or how the UPC codes work, contact the following office.

Uniform Code Council, Inc.
8163 Old Yankee Rd., Suite J
Dayton, Oh 45458
(513) 435-3870
FAX:(513) 435-4749

FEDERAL TAXES

The small business owner should to be familiar with several federal tax forms. If you plan to have one employee or more, you must have an employer identification number. Corporations and partnerships must have an employer identification number, even if they have no employees. Form W-4 is the employee's Withholding Allowance Certificate for employees to complete in order to withhold the correct amount of federal income tax from employees' pay. Form 940 is the employees' annual Federal Unemployment (FUTA) Tax Return. Form 941, Employer's Quarterly Federal Tax Return is used to report federal income tax withheld from employees' wages.

Schedule C is for sole proprietorships to report the profits or losses on their business on their personal tax return. Schedule SE to be attached to Form 1040 is used to calculate the Social Security Self-Employment Tax. IRS booklet Circular E explains these forms in detail. It includes how and when to complete and file the forms. The booklet contains the appropriate charts and schedules to complete the forms.

If you have employees, you must have an employer identification number to report on Federal Tax Forms 941, 940, and Schedule C. To order federal tax forms and publications call:

1-800-424-3676

For Federal Tax Information call:

1-800-424-1040

To obtain tax forms and taxpayer assistance locally call:

Local Tax Office
Federal Building
200 E. Wall
Midland, Tx 79701
(915) 682-8291

FEDERAL LABOR LAWS

There are Federal Labor Laws which regulate the labor practices of businesses. For information on laws affecting your business, contact the U.S. Department of Labor.

U.S. Department of Labor
Wage and Hour Division
525 Griffin Street
Dallas, Tx 75202
(214) 767-6294

FEDERAL GOVERNMENT CONTRACTS

Assistance on bidding and acquiring bid specifications on Federal Government bids can be obtained through the Permian Basin Bid Center. The Bid Center can help you contact government agencies that might be able to use your company's services. The Bid Center will provide assistance in understanding bidding procedures. They have an in-house library to assist you on bids. In addition, their computer keeps track of daily bids released by the Commerce Department that are over $25,000. Yearly membership fees are based on the number of employees. The rate schedule is:

0-4	$150
5-10	$300
10-over	$450

The Bid Center is locally funded. It is located at:

Permian Basin Bid Center
2910 LaForce, Blvd.
P.O. Box 60236
Midland, Tx 79711
(915) 563-1711
(located at Midland Air Terminal)

STATE TAXES

STATE SALES TAX

The State collects a sales tax on most items sold. Check with the State Comptroller of Public Accounts office to see if a product or service your company sells is taxable. If you sell a taxable product, you must have a sales tax permit. To receive a permit, complete the State Comptroller's office's application and pay a $25 fee. The process takes three to four weeks if handled by mail. The process can be completed in one day at a Comptroller's field office. If the anticipated sales tax receipts are a specified amount, a bond may have to be posted. Sales taxes are due and payable on or before the 20th day of the month following the end of each calendar month. Call the State Comptroller Office or a local field office for more information. Pertinent addresses and phone numbers appear below. Most cities and some counties also impose a sales and use tax which is collected by the Comptroller's office.

Comptroller of Public Accounts
Lyndon B. Johnson State Office Bldg.
Austin, Tx 78774
1-800-252-5555

Comptroller of Public Accounts
Field Audit Office
4682 E. University Suite 200
Odessa, Tx 79762
(915) 367-9113

Gaines, Dawson, and Borden Counties are serviced out of the Lubbock field office.

Comptroller of Public Accounts
Field Audit Office
2575 South Loop 289
Lubbock, Tx 79423
(806) 745-8877

To sell tobacco products as a distributing agent's distributor or a wholesaler you must apply for a permit with the State Treasury Department.

State Treasury Dept.
Tobacco Products Division
2028 East Ben White Blvd. Suite 2220
Austin, Tx 78741
(512) 463-6000

STATE UNEMPLOYMENT TAXES

The State levies a tax on the employer on the first $9,000 of salary paid per employee per calendar year. The employer tax rate for a new business is usually 2.7%. The rate depends on the type of industry involved.

When a business has one or more employees, at the end of a calendar year quarter the employer must contact the Texas Employment Commission Tax Office to get further instructions as to how and when to pay any taxes due.

Texas Employment Commission
Tax Office
9900 W. IH 20
Midland, Tx
(915) 563-2666

Big Spring is handled out of the San Angelo Office.

Texas Employment Commission
Tax Office
P.O. Box 5351
San Angelo, Tx 76902
(915) 653-2321

OTHER STATE TAXES

The State also collects taxes on the following items:

- minerals
- fuels
- Texas petroleum products delivery fee
- motor vehicle sales and use tax receipts
- interstate motor carrier sales and use
- manufactured housing sales and use
- gross receipts
- hotel occupancy
- amusement machine regulation
- state use

Check with the Comptroller's office for additional information.

STATE LIQUOR LICENSE

The Texas Alcoholic Beverage Commission regulates liquor licenses in Texas. The process to obtain a permit to serve alcoholic beverages is lengthy, and normally takes six to eight weeks to complete. The first step is to go to the Texas Alcoholic Beverage Commission district office in Odessa. You are required to fill out a personal history sheet. After a review of the information, a Texas Alcoholic Beverage Commission agent will interview you. If you meet all the requirements, you are given an alcoholic beverage license application to complete, notarize and return to the Odessa office. You must have a State Comptroller tax identification number to receive a license. The next step is to register with the City Secretary's office and the County Clerk's office. The application is held on file and public notice is posted for 5 days to allow protests of the license. A hearing is held with a County Judge. If your application is approved, you pay the fees involved and the Texas Alcoholic Beverage Commission will issue a license.

Texas Alcoholic Beverage Commission
District Office
1330 E. 8th, #102
Odessa, Tx 79769
(915) 337-5569
(covers all 17 county area)

Texas Alcoholic Beverage Commission
1600 West 38th St.
P.O. Box 13127
Austin, Tx 78711
(512) 458-2500

ANDREWS

ALCOHOLIC BEVERAGES

Alcoholic beverages are not sold in Andrews.

HEALTH PERMIT

For information on a health permit contact the County Health Department.

County Health Dept
211 N.W. First
Andrews, Tx 79714
(915) 524-1434

UTILITIES

A. TELEPHONE SERVICE

Contel of Texas Inc. does not require an application or contract to establish service. They do require a deposit based on estimated usage, which is refunded after one year. Normally, an installation fee of $60 is required.

Contel of Texas Inc.
Big Spring Hwy
P.O. Box 709
Andrews, Tx 79714
(915) 524-1110

B. ELECTRIC SERVICE

Andrews is serviced by TU Electric. To apply for service, call the office listed below. Normally, the application for service may be taken by phone. A sales representative will come to the business to estimate the monthly usage. A deposit equal to two months' estimated usage is required before service will be connected. Also, the City of Andrews Electrical Inspector must inspect the building. This applies to new and previously occupied buildings. After the building passes inspection, the Electrical Inspector will notify TU Electric that the building passed inspection and that electric service may be connected.

TU Electric
111 South West First St.
P.O. Box 128
Andrews, Tx 79714
(915) 523-3620

C. GAS SERVICE

Andrews Gas Co., Inc. requires that you go to its office and complete an application for service. A service fee of $20 must be paid. A deposit of usually $50 is required. If connection is to a new building, the City Inspector is required to inspect the building before the service will be connected. If the service is to be connected to a building that has received service in the past and the building has been vacant for over six months, then an inspection is required.

Andrews Gas Co., Inc.
110 Logsdon
Andrews, Tx 79714
(915) 523-3280

D. GARBAGE, WATER, AND SEWER

You do not have to fill out an application to receive service, however a deposit of $20 to $100 must be paid. The amount of the deposit depends on the size and type of business. A driver's license is required when the deposit is made.

Water Dept.
NE 1st & Logsdon
Andrews, Tx 79714
(915) 523-4820

Building Inspection
NE 1st & Logsdon
Andrews, Tx 79714
(915) 523-4820

BIG SPRING

ALCOHOLIC BEVERAGES

The process to acquire an alcoholic beverage permit begins at the Police Department. Contact that office for further information.

Big Spring Police Dept
4th & Noland
P.O. Box 3190
Big Spring, Tx 79721-3190
(915) 263-8311

HEALTH PERMIT

For information on a health permit, contact the Big Spring Health Department.

Big Spring Health Dept
201 Lancaster St
Big Spring, Tx 79720
(915) 263-7261

UTILITIES

A. TELEPHONE SERVICE

Southwestern Bell Telephone requires a contract and deposit to establish service. The deposit consists of two months' estimated usage. It normally takes two weeks to get service from the time service is requested until service is connected. It is not necessary to go to Southwestern Bell's office. To get a contract, call the following number and it will be sent to you.

Southwestern Bell Telephone
1-951-2521

B. ELECTRIC SERVICE

Big Spring is serviced by TU Electric. To apply for service, call the office listed below. Normally, the application for service can be taken by phone. A sales representative will come to the business to estimate the monthly usage. A deposit equal to two months' estimated usage is required. Also, the City of Big Spring Electrical Inspector must inspect the building before electric service will be connected. This applies to new and previously occupied buildings. The City of Big Spring Electrical Inspector charges a fee for having a building inspected for electrical service. After the building passes inspection, the Electrical Inspector will notify TU Electric that the building passed inspection and that electric service may be connected.

TU Electric
409 Runnels St
P.O. Box 871
Big Spring, Tx 79721
(915) 267-6383

C. GAS SERVICE

Energas does not require a deposit on new accounts provided the owner has a good personal payment record with Energas. An application for service must be completed. Some of the information the application requires is the owner's name, Social Security and driver's license numbers,

name of the business and the mailing address if different from the service address. Businesses with previously established service are tested by Energas before service is connected. In specific cases the City Inspection Department may have to inspect a property before service will be connected. Check with Energas to see if an inspection is needed. Once the building passes inspection, the Inspection Department will notify Energas that gas service may be connected. The address and phone number for Energas is:

Energas
501 Runnels
P.O. Box 31
Big Spring, Tx 79721
(915) 267-8256

D. GARBAGE, WATER, AND SEWER

You are required to fill out an application to receive service. A driver's license is needed when the completed application is submitted to the Water Department. A deposit of $50 is required on commercial accounts. Currently, there are no private garbage collection agencies in Big Spring.

Garbage, Water, and Sewer Dept
Business Office
305 Johnson
P.O. Box 3190
Big Spring, Tx 79720
(915) 263-8311

Building Inspector
305 Johnson
P.O. Box 3190
Big Spring, Tx 79720
(915) 263-8311

CRANE

ALCOHOLIC BEVERAGES

Contact the Texas Alcoholic Beverage Commission for information.

Texas Alcoholic Beverage Commission
District Office
1330 E. 8th, # 102
Odessa, Tx 79769
(915) 337-5569

HEALTH PERMITS

Crane has no health regulations. State regulations will apply in this case. For information contact the Texas Department of Health.

Texas Department of Health
1212 S. Alford
Crane, Tx 79731
(915) 558-7381

UTILITIES

A. TELEPHONE SERVICE

Southwestern Bell Telephone requires a contract and deposit to establish service. The deposit consists of two months' estimated usage. It normally takes two weeks to get service from the time service is requested until service is connected. It is not necessary to go to Southwestern Bell's office. To get a contract, call the following number and it will be sent to you.

Southwestern Bell Telephone
1-951-2521

B. ELECTRIC SERVICE

Crane is serviced by TU Electric. To apply for service, call the office listed below. Normally, the application for service may be taken by phone. A sales representative will come out to the business to estimate the monthly usage. A deposit equal to two months' estimated usage is required. Also, the City of Crane Electrical Inspector generally will inspect the building before electric service is connected. This applies to new and previously occupied buildings. After the building passes inspection, the Electrical Inspector will notify TU Electric that the building passed inspection and that TU can connect electric service.

TU Electric
115 W. 8th
P.O. Box 1177
Crane, Tx 79731
(915) 558-353

C. GAS SERVICE

Southern Union Gas Co. requires a deposit on new accounts in the amount of 1 1/2 times the estimated monthly usage. An application for service must be completed in person before service will be connected. In specific cases the City Inspection Department may have to inspect a property. Check with Southern Union Gas Co. to see if an inspection is needed.

CRANE

Southern Union Gas Co.
512 S. Gaston
Crane, Tx 79731
(915) 558-3551

D. GARBAGE, WATER, AND SEWER

An application for service is not necessary, but a deposit must be made before service will be connected. The deposit is normally $60 or $120 depending on the type of business.

City of Crane
115 W. 6th
Crane, Tx 79731
(915) 558-3563

FT. STOCKTON

ALCOHOLIC BEVERAGES

For information on an alcoholic beverage license, contact the City Secretary's Office.

City Secretary's Office
121 W. 2nd Street
P.O. Box 1000
Ft. Stockton, Tx 79735
(915) 336-8525

HEALTH PERMIT

For information on a health permit, contact the Health Department.

Health Department
121 W. 2nd Street
P.O. Box 1000
Ft. Stockton, Tx 79735
(915) 336-8525

UTILITIES

A. TELEPHONE SERVICE

Southwestern Bell Telephone requires a contract and deposit to establish service. The deposit consists of two months' estimated usage. It normally takes two weeks to get service from the time service is requested until service is connected. It is not necessary to go to Southwestern Bell's office. To get a contract, call the following number and it will be sent to you.

Southwestern Bell Telephone
1-951-2521

B. ELECTRIC SERVICE

Ft. Stockton is serviced by Texas-New Mexico Power Co. To apply for service, call the office listed below. A signed application for service is required. A deposit equal to two months' estimated usage is normally required. Electrical inspection is required only at new installations.

Texas-New Mexico Power Co.
210 N. Main
Box 1606
Ft. Stockton, Tx 79735
(915) 336-3492

C. WATER, GAS, GARBAGE AND SEWER

No application is required for service. No deposit is required on garbage or sewer service; deposits are required on water and gas.

Deposit required
water $25 - $250
gas $50 - $300

Contact the office shown below:

Water, Gas, Garbage and Sewer
121 W. 2nd Street
P.O. Box 1000
Ft. Stockton, Tx 79735
(915) 336-8525

ALCOHOLIC BEVERAGES

Alcoholic beverages are not sold in Gail.

HEALTH PERMITS

Gail is not an incorporated city and has no health regulations. State regulations will apply in this case. For information contact:

Texas Department of Health
409 N. Theresa
P.O. Box 423
Stanton, Tx 79782
(915) 756-3898

UTILITIES

A. TELEPHONE SERVICE

Poka-Lambro Telephone Co. requires a membership fee of $50 to be paid before service is connected. Also, an installation fee of $30.32 is required to connect existing service. Contact:

Poka-Lambro Telephone Co.
P.O. Box 1340
Tahoka, Tx 79373
(806) 924-7234

B. ELECTRIC SERVICE

Gail is serviced by Lyntegar Electric Co. The application for service may be made by phone or in person. A $5 membership fee is required and there is a $9 minimum for each of the first three months. Contact:

Lyntegar Electric Co.
1807 Main
P.O. Box 970
Tahoka, Tx 79373
(806) 998-4588

C. GAS SERVICE

There is no natural gas service in Gail. Propane is supplied by private contractors.

D. GARBAGE, WATER, AND SEWER

Water and sewer service is provided by the county. A refundable deposit of $50 is required to initiate service. If there is no water meter in place an additional $50 fee is incurred. The city does not provide garbage collection. Contact:

County Treasurer
County Courthouse
Hwy 180
Box 153
Gail, Tx 79738
(915) 856-4386

GARDEN CITY

ALCOHOLIC BEVERAGES

Alcoholic beverages are not sold in Garden City.

HEALTH PERMITS

Garden City has no health regulations. State regulations will apply in this case. For information contact the Texas Department of Health.

Texas Department of Health
409 N. St. Theresa
P.O. Box 423
Stanton, Tx 79782
(915) 756-3898

UTILITIES

A. TELEPHONE SERVICE

WesTex Telephone Cooperative, Inc. requires an application as well as a deposit to establish service. The deposit consists of two months' estimated usage. It is not necessary to go to WesTex's office. To complete an application by phone, call the following number.

WesTex Telephone Cooperative, Inc.
West Hwy 80
Box 280
Stanton, Tx 79782
(915) 756-3393

B. ELECTRIC SERVICE

Garden City is serviced by both TU Electric and Caprock Electric Cooperative. Your location determines your supplier. For service, call the

appropriate office listed below. In the case of TU Electric, normally the application for service can be taken by phone. A sales representative will come to the business to estimate the monthly usage. A deposit equal to two months' estimated usage is required before service will be connected. In the case of Caprock Electric Cooperative, a membership fee of $10 is required. A deposit of two months' estimated usage is required, but is refundable after 12 months.

TU Electric
409 Runnels St
P.O. Box 871
Big Spring, Tx 79721
(915) 267-6383

Caprock Electric Cooperative
West Hwy 80
P.O. Box 708
Stanton, Tx 79782
(915) 756-3381

C. GAS SERVICE

There is no natural gas service in Garden City.

D. GARBAGE, WATER, AND SEWER

Currently there is no public garbage, water or sewer service in Garden City.

KERMIT

ALCOHOLIC BEVERAGES

For information contact the City Secretary's Office.

City Secretary's Office
112 N. Tornillo
P.O. Drawer P
Kermit, Tx 79745
(915) 586-3460

HEALTH PERMIT

Kermit has no city health regulations. Businesses are under State health rules and enforcement is by the State. For information contact the Texas Department of Health.

Texas Department of Health
205 E. Lunsford
P.O. Box 891
Kermit, Tx 79745
(915) 586-9190

UTILITIES

A. TELEPHONE SERVICE

Southwestern Bell Telephone requires a contract and deposit to establish service. The deposit consists of two months' estimated usage. It normally takes two weeks to get service from the time service is requested until service is connected. It is not necessary to go to Southwestern Bell's office. To get a contract, call the following number and it will be sent to you.

Southwestern Bell Telephone
1-951-2521

B. ELECTRIC SERVICE

Kermit is serviced by Texas-New Mexico Power Co. To apply for service, call the office listed below. An application for service is required and the application must be signed. A deposit equal to two months' estimated usage is normally required. Electrical inspection is required only at new installations.

Texas-New Mexico Power Co
200 S Pine
Drawer W
Kermit, Tx 79745
(915) 586-2261

C. GAS SERVICE

A contract is required to obtain gas service and a deposit of $75 must be paid. You must go to this office to obtain a contract.

West Texas Gas Inc.
201 N Pine St
Kermit, Tx 79745
(915) 586-5821

D. GARBAGE, WATER, AND SEWER

An application is not required for service, but a deposit of $75 must be paid.

Water Office
110 S. Tornillo
P.O. Drawer P
Kermit, Tx 79745
(915) 586-3468

Building Inspector
112 N. Tornillo
Kermit, Tx 79745
(915) 586-3460

LAMESA

ALCOHOLIC BEVERAGES

No alcoholic beverages are sold in Lamesa.

HEALTH PERMIT

Contact the Dawson County Health Department for information on a health permit.

Dawson County Health Dept
309 N Houston Ave
Lamesa, Tx 79331
(806) 872-5863

UTILITIES

A. TELEPHONE SERVICE

GTE Southwest will take your application by phone. They may require a deposit depending on the situation.

GTE SOUTHWEST
(806) 637-7641

B. ELECTRIC SERVICE

Lamesa is serviced by TU Electric. To apply for service, call the office listed below. Normally, the application for service can be taken by phone. A sales representative will come to the business to estimate the monthly usage. A deposit equal to two months' estimated usage is required before service will be connected. An electrical inspection is not required unless electricity has been disconnected from the building or the service is to a new building.

TU Electric
709 North First St.
P.O. Box 1127
Lamesa, Tx 79331
(806) 872-2168

C. GAS SERVICE

Energas does not require a deposit on new accounts provided the owner has a good personal payment record with Energas. An application for service must be completed. Some of the information required is the owner's name, Social Security and driver's license numbers, name of the business and the mailing address if different from the service address. Businesses with previously established service are tested by Energas before service is connected. In specific cases, the City Inspection Department may have to inspect a property before service will be connected. Check with Energas to see if an inspection is needed. The address and phone number is:

Energas
510 N 2nd
P.O. Box 501
Lamesa, Tx 79331
(806) 872-5437

D. GARBAGE, WATER, AND SEWER

The Water Department requires a contract to be completed in person. A Social Security card or a driver's license is also required when the contract is completed. Depending on the type of

LAMESA

business involved, a deposit of $50 or $70 is required.

Lamesa City Hall
310 South Main
Lamesa, Tx 79331
(806) 872-2124

Building Inspection
310 South Main
Lamesa, Tx 79331
(806) 872-2124

MENTONE

ALCOHOLIC BEVERAGES

Contact the County Clerk's office for information regarding an alcoholic beverage permit.

County Clerk
101 Bell St
P.O. Box 194
Mentone, Tx 79754
(915) 377-2441

HEALTH PERMITS

Mentone does not have local health regulations, therefore a permit is not required. State regulations would apply in this case. Contact the Texas Department of Health for information.

Texas Department of Health
700 Daggett, Suite C
Old Memorial Hospital
Pecos, Tx 79772
(915) 447-2225

UTILITIES

A. TELEPHONE SERVICE

Mentone is serviced by Contel of Texas, Inc. An application for service may be completed by phone or in person. The minimum deposit is in the range of $135 to $150 and the minimum installation fee is $60.

Contel of Texas, Inc.
Big Spring Hwy
P.O. Box 709
Andrews, Tx 79714
(915) 524-1110

B. ELECTRIC SERVICE

Mentone is serviced by TU Electric. To apply for service, call the office listed below. Normally, the application for service may be taken by phone. A sales representative will come to the business to estimate the monthly usage. A deposit equal to two months' estimated usage is required before service will be connected. An electrical inspection is provided by a TU Electric representative.

TU Electric
114 S. Bruce Ave.
P.O. Box 90
Monahans, Tx 79756
(915) 943-7522

C. GAS SERVICE

Mentone has no natural gas service.

D. GARBAGE, WATER, AND SEWER

Currently there is no garbage, water or sewer service provided by the city.

MIDLAND

ALCOHOLIC BEVERAGES

Specific use permits must be issued for a restaurant to serve alcoholic beverages for on-premise consumption. A major requirement to obtain a license is to hold a public hearing after proper notice as prescribed by law. Also, a business must obtain a recommendation by the City Planning and Zoning Commission that the license be issued.

Some of the restrictions are that not less than sixty percent of the monetary sales of the restaurant must be for food and non-alcoholic beverages. No outside entrance to a separate bar area is permitted. No sign or other identification indicating a bar or lounge or the sale of alcoholic beverages is permitted outside the business.

There are other requirements to be met in order to sell alcoholic beverages. For more specific requirements, contact:

City of Midland
Planning and Development Department
P.O. Box 1152
300 N. Loraine
Midland, Tx 79702
(915) 685-7404

HEALTH PERMIT

The City of Midland Health Department requires any business involved in food preparation to acquire a permit. The requirements to receive a permit depend on the

type of business involved. Permits are renewable yearly. The fees are as follows:

Number of Employees	Cost
1-5	$50
6-10	$100
11 or more	$125

Contact the Health Department to get a list of requirements for your particular business.

Midland City Health Department
501 Andrews Hwy.
Midland Tx, 79701
(915) 685-7370

UTILITIES

A. TELEPHONE SERVICE

Southwestern Bell Telephone requires a contract and deposit to establish service. The deposit consists of two months' estimated usage. It normally takes two weeks to get service from the time service is requested until service is connected. It is not necessary to go to Southwestern Bell's office. To get a contract, call the following number and it will be sent to you.

Southwestern Bell Telephone
Phone 1-951-2521

B. ELECTRIC SERVICE

Midland is serviced by TU Electric. To apply for service, call the office listed below. Normally, the application for service will be taken by phone. A sales representative will

come to the business to estimate the monthly usage. A deposit equal to two months' estimated usage is required. Also, the City of Midland Electrical Inspector must inspect the building before electric service will be connected. This applies to new and previously occupied buildings. After the building passes inspection, the Electrical Inspector will call TU Electric to inform TU that the building passed inspection and that electric service may be connected.

TU Electric
1700 W. Wall
P.O. Box 9246
Midland, Tx 79701
(915) 683-8600

C. GAS SERVICE

Energas does not require a deposit on new accounts if the applicant has a good personal payment record with Energas. An application for service must be completed. Some of the information the application requires is the owner's name, Social Security and driver's license numbers, name of the business and the mailing address if different from the service address. Buildings with previously established service are tested by Energas before service is connected. In specific cases the City Inspection Department may have to inspect a property. Check with Energas to see if an inspection is needed. Once the building passes inspection, the

Inspection Department will notify Energas that gas service may be connected. The address and phone number for Energas is:

Energas
2402 W. Wall
P.O. Box 1111
Midland, Tx 79702
(915) 688-8800

D. GARBAGE, WATER, AND SEWER

The City of Midland requires a business to go to its Utilities Accounts Business Office and complete an application in order to get service. Commercial accounts require a minimum $100 deposit. The deposit may be more, depending on the type of business involved. Same day service can be obtained if the application is completed and the deposit is made early in the day. Charges for water and sewer are both based upon the amount of water used.

Garbage collection can be obtained through the City of Midland or through a private business. Rates charged by the City of Midland depend on the number of units required and the number of pickups per week with the minimum charge being $8.75 per month.

Permian Basin Disposal Inc. is the only private garbage collection business in Midland. To request service, call their office and complete the application by phone. Normally, service can' be established in 1 or 2 days. No deposit is required. On smaller

accounts, a payment is required when the dumpster is delivered. On larger accounts, no payment is generally required. Rates depend on the size and number of dumpsters required and the number of pickups required per week.

City of Midland
Utilities Accounts Business Office
300 N. Loraine
Midland, Tx 79702
(915) 685-7320

Permian Basin Disposal Inc.
3811 W. Industrial
Midland, Tx 79703
(915) 563-0900
(915) 687-1971

Before the construction of a new building, the zoning requirements must to be checked and approval received. Next, the building plans must be approved by the Code Enforcement Division. The Health Department will require the plans for a restaurant before approving a health permit. A Certificate of Occupancy is required before moving into any building. The fee is $10.

Building Inspections
300 N. Loraine
Midland, Tx

Building Inspector
(915) 685-7392

Electrical Inspector
(915) 685-7394

MIDLAND

MIDLAND

Plumbing Inspector
(915) 685-7395

Plan Review
(915) 685-7396

MIDLAND

ALCOHOLIC BEVERAGES

For information on obtaining an alcoholic beverage license, contact Monahans City Hall.

City Hall
112 W. 2nd
Monahans, Tx 79756
(915) 943-4343

HEALTH PERMIT

For information on a health permit, contact City Hall.

City Hall
112 W. 2nd
Monahans, Tx 79756
(915) 943-4343

UTILITIES

A. TELEPHONE SERVICE

Southwestern Bell Telephone requires a contract and deposit to establish service. The deposit consists of two months' estimated usage. It normally takes two weeks to get service from the time service is requested until service is connected. It is not necessary to go to Southwestern Bell's office. To get a contract, call the following number and it will be sent to you.

Southwestern Bell Telephone
Phone 1-951-2521

B. ELECTRIC SERVICE

Monahans is serviced by TU Electric. To apply for service, call the office listed below. Normally, the application for service may be taken by phone. A sales representative will come to the business to estimate the monthly usage. A deposit equal to two months' estimated usage is required. Also, if service has been disconnected from a building, the City inspector must inspect the building before electric service will be connected.

TU Electric
114 South Bruce Ave.
P.O. Box 90
Monahans, Tx 79756-0090
(915) 934-7522

C. GAS SERVICE

Monahans is serviced by Southern Union Gas Co. A deposit is required on commercial accounts in the amount of $100 or more, depending on the type of business. No contract or application is necessary. Normally, a city inspection is not required. To request service call the following number:

Southern Union Gas
315 E. 4th
P.O. Box 909
Monahans, Tx 79756
(915) 943-2791

MONAHANS

D. GARBAGE, WATER, AND SEWER

The City of Monahans requires a business owner to contact City Hall and complete a deposit card for service. Commercial accounts require a $40 deposit.

Currently, there is no private garbage collection service in Monahans.

City Hall
112 W. 2nd
Monahans, Tx 79756
(915) 943-4343

City Inspection Dept
112 W. 2nd
Monahans, Tx 79756
(915) 943-4343

ODESSA

ALCOHOLIC BEVERAGES

The process to acquire an alcoholic beverage license in Odessa begins with the Utility Billing Office, where you may obtain an application for a permit. Contact the Utility Billing Department for additional information.

Utility Billing
411 W. 8th
P.O. Box 4398
Odessa, Tx 79760
(915) 337-7381

HEALTH PERMIT

For information on a health permit for a business, contact the Ector County Health Department. The health permit fees are based on the number of employees as follows:

1 - 10 employees	$35
11 - 35 employees	$75
35 - over employees	$150

Ector County Health Dept
221 N. Texas
Odessa, Tx 79761
(915) 335-3141

UTILITIES

A. TELEPHONE SERVICE

Southwestern Bell Telephone requires a contract and deposit to establish service. The deposit consists of two months' estimated usage. It normally takes two weeks to get service from the time service is requested until service is connected. It is not

necessary to go to Southwestern Bell's office. To get a contract, call the following number and it will be sent to you.

Southwestern Bell Telephone
Phone 1-951-2521

B. ELECTRIC SERVICE

Odessa is serviced by TU Electric. To apply for service, call the office listed below. Normally, the application for service may be taken by phone. A sales representative will come to the business to estimate the monthly usage. A deposit equal to two months' estimated usage is required. Also, the City of Odessa Electrical Inspector must inspect the building before electric service will be connected. This applies to new and previously occupied buildings. After the building passes inspection, the Electrical Inspector will notify TU Electric that the building passed inspection and that electric service may be connected.

TU Electric
520 North Lincoln Ave
P.O. Box 3592
Odessa, Tx 79760
(915) 337-1000

C. GAS SERVICE

Energas does not require a deposit on new accounts, provided the applicant has a good personal payment record with Energas. An application

for service must be completed. Some of the information the application requires is the owner's name, Social Security and driver's license numbers, name of the business, and the mailing address if different from the service address. Buildings with previously established service are tested by Energas before service is connected. In specific cases, the City Inspection Department may have to inspect a property before service is connected. Check with Energas to see if an inspection is needed. Once the building passes inspection, the Inspection Department will notify Energas that gas service may be connected. The address and phone number for Energas is:

Energas
519 N. Lincoln
P.O. Box 4757
Odessa, Tx 79760
(915) 334-7000

D. GARBAGE, WATER, AND SEWER

The City of Odessa requires a business owner to go to their Utilities Billings office and complete a deposit contract to establish service. Commercial accounts require a minimum $60 deposit. The deposit may be more, depending on the estimated water usage.

Currently there is no private garbage collection in Odessa.

ODESSA

Utility Billing
411 W. 8th
P.O. Box 4398
Odessa, Tx 79760
(915) 337-7381

Building Inspection
411 W. 8th
P.O. Box 4398
Odessa, Tx 79760
(915) 335-3214

PECOS

ALCOHOLIC BEVERAGES

Alcoholic beverages are sold in Pecos. For information on a permit from the City of Pecos contact the City Secretary's office.

City Secretary
106 E. Sixth St.
P.O. Box 929
Pecos, Tx 79772
(915) 445-2421

HEALTH PERMITS

For information on a health permit contact the City-County Health Department.

City-County Health Department
508 S. Oak
P.O. Box 929
Pecos, 79772
(915) 445-9656

UTILITIES

A. TELEPHONE SERVICE

Contel does not require an application for phone service, however a deposit based on estimated usage is required. The deposit is returned after one year. An average deposit would be approximately $150.

Contel of Texas, Inc.
P.O. Box 709
Andrews, Tx 79714
(915) 524-1110

B. ELECTRIC SERVICE

Pecos is serviced by Texas-New Mexico Power Co. To apply for service, call the

office listed below. You must go to their office and sign a connect order. A deposit of two months' estimated usage is required and an account initiation fee of $15 must be paid before service will be connected. Also, the City of Pecos Electrical Inspector must inspect the building before electric service will be connected. This applies to new and previously occupied buildings.

Texas-New Mexico Power Co.
425 S. Cyprus
P.O. Box 2117
Pecos, Tx 79772
(915) 445-4501

C. GAS SERVICE

Southern Union Gas requires a deposit on new accounts in the amount of 1 1/2 times the estimated monthly usage. An application for service must be completed before service will be connected. Some of the information the application requires is the owner's name, Social Security and driver's license numbers. In specific cases, the City Inspection Department may have to inspect a property before service will be connected.

Southern Union Gas Co.
601 S. Oak St.
P.O. Box 719
Pecos, Tx 79772
(915) 445-4993

D. GARBAGE, WATER, AND SEWER

An application for service must be made in person and a deposit of $100 paid before service will be connected.

City Secretary
106 E. 6th St.
P.O. Box 929
Pecos, Tx 79772
(915) 445-2421

RANKIN

ALCOHOLIC BEVERAGES

Alcoholic beverages are sold in Rankin. For information contact the City Clerk's office.

City Clerk
City Hall
107 E. Ninth
Rankin, Tx 79778
(915) 693-2861

HEALTH PERMITS

Rankin has no health regulations. State regulations apply in this case. For information contact the Texas Department of Health.

Texas Department of Health
619 W. Texas, Suite 300
Midland, Tx 79701
(915) 683-9492

UTILITIES

A. TELEPHONE SERVICE

Southwestern Bell Telephone requires a contract and deposit to establish service. The deposit consists of two months' estimated usage. It normally takes two weeks to get service from the time service is requested until service is connected. It is not necessary to go to Southwestern Bell's office. To get a contract, call the following number and it will be sent to you.

Southwestern Bell Telephone
Phone 1-951-2521

B. ELECTRIC SERVICE

Rankin is serviced by West Texas Utilities. To apply for service, go to the office listed below. An application must be completed in person before service will be connected. A deposit of two months' estimated usage is required.

West Texas Utilities
901 Main
Box 5
Rankin, Tx 79778
(915) 693-2241

C. GAS SERVICE

Natural gas service is provided by the City of Rankin. No contract is required. A deposit of $65 is required. The deposit may be mailed.

City Hall
107 E. 9th
P.O. Box 61
Rankin, Tx 79778
(915) 693-2474

D. GARBAGE, WATER, AND SEWER

The City of Rankin provides garbage, water, and sewer service with a deposit of $50. No contract or agreement is required.

City Hall
107 E. 9th
P.O. Box 61
Rankin, Tx 79778
(915) 693-2474

SANDERSON

ALCOHOLIC BEVERAGES

Contact the Texas Alcoholic Beverage Commission for information.

Texas Alcoholic Beverage Commission
District Office
1330 E. 8th, # 102
Odessa, Tx 79761
(915) 337-5569

HEALTH PERMITS

Sanderson has no health regulations. State regulations apply in this case. For information contact the Texas Department of Health.

Texas Department of Health
301 Spring Dr
Ft. Stockton, Tx 79735
(915) 336-7506

UTILITIES

A. TELEPHONE SERVICE

Big Bend Telephone Company requires an application and deposit to establish service. The deposit consists of two months' estimated usage. It is not necessary to go to Big Bend's office. To get an application, call the following number and it will be sent to you.

Big Bend Telephone Co.
116 W. Oak St
P.O. Box 725
Sanderson, Tx 79848
1-800-592-4781

B. ELECTRIC SERVICE

Sanderson is serviced by Texas New Mexico Power Co. To apply for service, call the office listed below. A deposit of two months' estimated usage is required. The service agreement may be completed by mail or in person.

Texas-New Mexico Power Co.
118 W. Oak
P.O. Box 130
Sanderson, Tx 79848
(915) 345-2481

C. GAS SERVICE

There is no natural gas service in Sanderson.

D. GARBAGE, WATER, AND SEWER

Garbage and water service is provided by Terrell County Water Improvement District. A deposit of $50 is required to connect service. The application may be completed in person or by mail. There is no sewer service.

Terrell County Water Improvement District
120 W. Oak
P.O. Box 569
Sanderson, Tx 79848
(915) 345-2501

SEMINOLE

ALCOHOLIC BEVERAGES

Seminole is in a dry county.

HEALTH PERMIT

For information on a health permit, contact the following:

South Plains Health Dept.
704 Hobbs Hwy
P.O. Box 1713
Brownfield, Tx 79360
(915) 758-2212

UTILITIES

A. TELEPHONE SERVICE

Southwestern Bell Telephone requires a contract and deposit to establish service. The deposit consists of two months' estimated usage. It normally takes two weeks to get service from the time service is requested until service is connected. It is not necessary to go to Southwestern Bell's office. To get a contract, call the following number and it will be sent to you.

Southwestern Bell Telephone
1-951-2521

B. ELECTRIC SERVICE

Seminole is serviced by Southwestern Public Service Company. To request service, call the office listed below. An application for service is required and the application must be signed. The application

may be completed by mail or in person. A minimum deposit of $150 is required. If two months' estimated usage is greater than $150, then the estimated usage is required as the deposit amount.

Southwestern Public Service Co.
113 SW Ave C
P.O. Box 1208
Seminole, Tx 79360
(915) 758-5826

C. GAS SERVICE

Energas does not require a deposit on new accounts if the owner has a good personal payment record with Energas. An application for service must be completed. Some of the information the application requires is the owner's name, Social Security and driver's license numbers, name of the business, and the mailing address if different from the service address. Buildings with previously established service are tested by Energas before service is connected. In specific cases it may be necessary for the City Inspection Department to inspect a property. Check with Energas to see if an inspection is needed. Once the building passes inspection, the Inspection Department will notify Energas that gas service may be connected. The address and phone number for Energas is:

Energas
215 SW 2nd St.
P.O. Box 848
Seminole, Tx 79360
(915) 758-9811

D. GARBAGE, WATER, AND SEWER

The City of Seminole requires a business owner to contact the Water Department office and complete a meter deposit form in order to establish service. This may be done in person or by mail. Commercial accounts require a minimum $100 deposit.

Currently, there is no private garbage collection service in Seminole.

Water Department
101 E. Avenue A
Seminole, Tx 79360
(915) 758-3676

STANTON

ALCOHOLIC BEVERAGES

Alcoholic beverages are not sold in Stanton.

HEALTH PERMITS

The City of Stanton does not require a city health permit for a business. State laws would govern in this case. For information contact the Texas Department of Health.

Texas Department of Health
409 N. St. Theresa
P.O. Box 423
Stanton, Tx 79782
(915) 756-3898

UTILITIES

A. TELEPHONE SERVICE

Southwestern Bell Telephone requires a contract and deposit to establish service. The deposit consists of two months' estimated usage. It normally takes two weeks to get service from the time service is requested. It is not necessary to go to Southwestern Bell's office. To get a contract, call the following number and it will be sent to you.

Southwestern Bell Telephone
1-951-2521

B. ELECTRIC SERVICE

Stanton is serviced by TU Electric. To apply for service, call the office listed below. Normally, the application for service can be taken by phone.

A sales representative will come to the business to estimate the monthly usage. A deposit equal to two months' estimated usage is required. No inspection is necessary.

TU Electric
310 N. St. Peter
Stanton, Tx 79782
(915) 756-3737

C. GAS SERVICE

Energas does not require a deposit on new accounts provided the owner has a good personal payment record with Energas. An application for service must be completed. Some of the information the application requires is the owner's name, Social Security and driver's license numbers, name of the business, and the mailing address if different from the service address. Buildings with previously established service are tested by Energas before service is connected. The address and phone number for Energas is:

Energas
2402 W. Wall
P.O. Box 1111
Midland, Tx 79702
1-800-527-4343

D. GARBAGE, WATER, AND SEWER

An application may be completed by phone and a deposit of $100 is required to establish service.

STANTON

City of Stanton
102 W. School
P.O. Box 370
Stanton, Tx 79782
(915) 756-33[illegible]

STANTON

ERIC Clearinghouse for Junior Colleges OCT 05 1990